

2022-2023 CATALOG PRODUCTION TIMELINE

Timeline subject to change. Legend: Front Matter owner reminders, Deadlines,

Item	Responsible	Due Dates and Deadlines
Initiate CAT workflow to faculty, chairs, deans, directors and coordinators for review of course pages to provide time to submit any changes during Fall.	Catalog Rep	Following Faculty fall return to contract (Aug-Sept)
CRC submission deadline for new/substantive changes/deletions of Programs requiring AAC/BOR review for the 2022-2023 Catalog.	Academic Divisions	Oct. 22, 2021
CRC submission deadline for all courses, degree/certificate revisions for the 2022-22 Catalog.	Academic Divisions	Nov. 12, 2021
CAT Open for edits on front matter page owners. (email all front matter owners the spreadsheet with their URLs)	Front matter page owners	Sep, 2021 Through March 2022
Next-Catalog available on preview site: http://tmcc-preview.courseleaf.com This enables access to key persons at GBC, NSC, CSN, UNLV, WNC and UNR.	Catalog Rep	January 15, 2022 until CAT Advance
Hold session for Front Matter page owners (each year)	Catalog Rep Front Matter owners	Mid November
Last CRC meeting for non-substantive changes to courses and programs for the Catalog.	CRC	February 4, 2022
Send reminder about Front Matter Edits	Front Matter Page owners	Feb 1, March 1, and March 15, 2022
Final approvals confirmed by AAC and BOR for CAT 2022-23 (BOR: 1st quarterly meeting March) Catalog Rep notified after meeting	Catalog Rep	March 3-4, 2022
GenEd verification: Catalog Rep, CRC Rep, Academic Advisement, Admissions & Records	Group effort	March 14-18, 2022
Initiate the workflow to chairs, deans, directors and coordinators for review of program pages.	Catalog Rep	March 14-18, 2022
Spring Break		March 12-18, 2022
Reminder to Human Resources about faculty listing updates for CAT (HR has access as Admin to provide ongoing updates).	Catalog Rep to Human Resources	Ongoing through August
Course draw and import review.	Admissions & Records, Catalog Rep	March 22, 2022
Front Matter edits due	Front Matter page owners.	March 22, 2022
Work with Web Services to publish Catalog.	Catalog Rep	March 28, 2022
Edits completed by Assessment and Planning Office.	Catalog Rep	March 29-31, 2022
Publish public Catalog, fix broken links, and process final edits as departments identify corrections.	Web Services, VPAA-NSHES-1	March 31-April 1, 2022
Create archive copy for 2021-22 Catalog following public facing release.	Catalog Rep	April 5-8, 2022
Update TOC in preparation for PDF	Catalog Rep	Last week in April
Last updates for faculty listing before creation of PDF.	Human Resources Rep	April 29, 2022
Have Proof readers review PDF:		
Target date for creation of PDF version added to the print options.	Assessment and Planning Office	May 16, 2022
Notify IT to modify course data draw report to 2022-2023 effective date.	Assessment and Planning NSHES-1	August 12, 2022
Advance the 2022-23 CAT and open the 2023-2024 Next Catalog for edits.	Assessment and Planning NSHES-1	August 16, 2022